

OPERATIONS
14 August 1973

DD/M&S ADMINISTRATIVE
INSTRUCTION NO. 73-20

MANAGEMENT AND SERVICES DIRECTORATE
DUTY OFFICERS

Rescission: DD/S Admin Instruction No. 72-2, dtd 18 Jan 72

1. The Management and Services Directorate must be able to respond quickly and effectively to situations that require Saturday action on its part. To ensure that such action may be taken, a Directorate officer will be on duty in the Office of the DD/M&S each Saturday during the period 0900 to 1300 hours. In addition, each M&S Office, with the exception of the Office of Planning, Programming and Budgeting, will provide for a duty officer(s) to serve on Saturday mornings, or, in the absence of a duty officer, will make other arrangements for handling emergency situations. The period of duty for these officers will also be from 0900 to 1300 hours.

2. The Offices of Logistics, Medical Services and Personnel will have officers on duty in the Headquarters Building. Duty in the Building will be from 0900 to 1300 hours unless a shorter period is prescribed by the Office Director concerned. Offices of Finance, Security and Training will have officers on duty at home, or if not at home, available by telephone. Offices of Communications and Joint Computer Support will satisfy their Saturday duty requirements through the Signal and Computer Centers respectively, which are staffed 24 hours a day.

3. Matters requiring action by (or information of) the DD/M&S will be reported to the O-DD/M&S duty officer by calling extension

4. The Offices of Finance, Logistics, Medical Services, Personnel, Security and Training will forward a copy of their Saturday morning duty rosters to the Executive Officer to the DD/M&S for inclusion in the O-DD/M&S Saturday Duty Book. Any change in the roster will be reported to the Executive Officer, extension no later than 1600 hours on Fridays.

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

5. This Instruction does not preclude Office Directors from scheduling additional duty officers considered necessary to provide coverage during Saturday morning or other non-duty hours. Where such coverage is necessary, the CIA Operations Center will be provided the names, and the office and/or home telephone numbers of those who are scheduled for this duty. The Operations Center will also be provided the names of those scheduled for Saturday morning duty if not included with the above.

FOR THE DEPUTY DIRECTOR FOR MANAGEMENT AND SERVICES:



Executive Officer

STAT

Approved For Release 2003/04/29 : CIA-RDP84-00780R005200010007-9
NON-DUTY HOURS

Office	Saturday		All other non-duty hours	Operations Center notified	Remarks
	In office	On call			
Communications		X	X		Watch Officer in Sig Center has list of senior officers and home telephone numbers to call at all times.
Finance		X	X	X	On-call duty officer at home.
Joint Computer Support					Computer Center has names of senior officers to call.
Logistics	X	X	X		Each OL Div has stand-by duty officers available at all times in addition to a Saturday duty officer.
Medical Services	X	X	X	X	Medical officer on duty at all times. In office on Saturday, stand-by remainder of week. Each Div/Staff on stand-by. Two persons GS-10 and above on call at all times.
Personnel	X	X	X		Saturday duty officer in office on Saturday, on call remainder of week. Employee Emergency Officer and Central Processing Officer on call at all times.
Planning, Programming and Budgeting					No duty officer.
Security		X	X		Night security officer is available to handle all security matters during non-duty hours. On-call duty officer at home.
Training		X			On-call duty officer at home for holidays and weekends.

MEMORANDUM FOR: Mr. Brownman

Office Registry
File *Q+M1*

You will note from the attached spread sheet which shows how the respective offices handle their after hours duty requirements that there is very little uniformity on how this is accomplished. Each office has developed its own arrangements, based on experience over the years, and apparently are satisfied that they work. I have no information that would lead me to think otherwise. In view of this, I would recommend that we leave current arrangements pretty well in tact.

I have, however, modified paragraph 5 of the Instruction to require that the Operations Center be given a copy of duty rosters. The Instruction has been retitled to "Management and Services Directorate Duty Officers." Recommend approval.

10 Aug 73
(DATE)

OK *hcm* *LDP*
8/14/73

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

/8/14



Pls note
H2B approval

OPERATIONS
6 August 1973

DD/M&S ADMINISTRATIVE
INSTRUCTION NO. 73-20

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2. The Offices of Logistics, Medical Services and Personnel will have officers on duty in the Headquarters Building. Duty in the Building will be from 0900 to 1300 hours unless a shorter period is prescribed by the Office Director concerned. Offices of Finance, Security and Training will have officers on duty at home, or if not at home, available by telephone. Offices of Communications and Joint Computer Support will satisfy their Saturday duty requirements through the Signal and Computer Centers respectively, which are staffed 24 hours a day.


3. Matters requiring action by (or information of) the DD/M&S will be reported to the O-DD/M&S duty officer by calling extension

4. The Offices of Finance, Logistics, Medical Services, Personnel, Security and Training will forward a copy of their Saturday morning duty rosters to the Executive Officer to the DD/M&S for inclusion in the O-DD/M&S Saturday Duty Book. Any change in the roster will be reported to the Executive Officer, extension no later than 1600 hours on Fridays.

ADMINISTRATIVE - INTERNAL USE ONLY

5. This Instruction does not preclude Office Directors from scheduling additional duty officers considered necessary to provide coverage during Saturday morning or other non-duty hours.

FOR THE DEPUTY DIRECTOR FOR MANAGEMENT AND SERVICES:


Executive Officer

STAT

MEMORANDUM FOR: LDP

I would suggest that this memo cover all non-duty hours, not just Saturday duty.

Perhaps it should be retitled as "DD/M&S Duty Officers" and highlight weekend duty and after-hours duty.

Since some of our offices do send their duty rosters to the Watch Office and some do not, mention should be made that all offices should furnish a copy of their duty roster to the Watch Office.

Harold 8/9/73
(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)

MEMORANDUM FOR: Mr. Brownman via
Mr. Wattles

As you will note, we have no uniform standard for duty officers in the Directorate. For the most part, the arrangements prescribed herein have, through experience, proved to be satisfactory to handle most Saturday requirements.

If this is okay with you, I'll sign and distribute, thus making our current practices official.

[Handwritten signature]

LDP

6 Aug 73
(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)

STAT

18-9-73

Jack

A new dimension has been added (see note)

STAT

Let's discuss

[Handwritten signature]

DRAFT (3 August 1973)

OPERATIONS
(date)

DD/M&S ADMINISTRATIVE
INSTRUCTION NO. 73-20

SATURDAY MORNING DUTY OFFICERS

Rescission: DD/S Admin Instruction No. 72-2, dtd 18 Jan 72

1. The Management and Services Directorate must be able to respond quickly and effectively to situations that require Saturday action on its part. To ensure that such action may be taken, a

Directorate officer will be on duty in the Office of the DD/M&S. *Each Saturday during the period 0900-1300*
In addition Further, each M&S Office, with the exception of the Office of Planning, Programming and Budgeting, will provide for a duty officer(s) to serve on Saturday mornings, or, in the absence of a duty officer, will make other arrangements for handling emergency situations. The period of *for these officers* duty *also* will be from 0900 hours to 1300 hours.

2. The Offices of Logistics, Medical Services, and Personnel will have officers on duty in the Headquarters Building. Duty in the Building will be from 0900 to 1300 hours unless a shorter period is prescribed by the Office Director concerned. Offices of Finance, Security, and Training will have officers on duty at home, or if not at home, available by telephone. Offices of Communications and Joint Computer Support will satisfy their Saturday duty requirements through the Signal and Computer Centers respectively, which are staffed 24 hours a day.

3. Matters requiring action by (or information of) the DD/M&S will be reported to the O-DD/M&S duty officer by calling extension

STAT

4. The Offices of Finance, Logistics, Medical Services, Personnel, Security, and Training will forward a copy of their Saturday morning duty rosters to the Executive Officer to the DD/M&S for inclusion in the O-DD/M&S Saturday Duty Book. Any change in the roster will be reported to the Executive Officer, extension no later than 1600 hours on Fridays.

STAT

5. This Instruction does not preclude Office Directors from scheduling additional duty officers considered necessary to provide coverage during Saturday morning or other non-duty hours.

FOR THE DEPUTY DIRECTOR FOR MANAGEMENT AND SERVICES:

Executive Officer

STAT

STAT



Jack -
Finally, we're ready
to resume our D/O Admin
Instruction to conform to
the present situation. Please
proceed and let me
see draft.

The (O. D/O/m & L)
will continue our
D/O routine -

18 May 1973

MEMORANDUM FOR: Executive Officer to the
Deputy Director for Management and Services

SUBJECT : Weekend Duty Responses

Tex :

I have received the attached responses (from the DD/M&S functional offices) to your memorandum dated 2 May 1973 concerning Saturday and Weekend Duty Officers. Essentially, all the offices that have had duty officers wish to continue this practice. Proposed Saturday and weekend duty arrangements are as follows:

Office of Finance -

As the duty officer is equipped with a Bell Boy pager, OF is eliminating the requirement for the duty officer to remain at home on Saturday mornings.

Office of Logistics -

Reducing Saturday morning duty officers from two to one. This officer will be located in LSD.

Office of Medical Services -

No change. The duty officer will visit office on Saturday morning to read cable traffic. No need to remain unless business dictates.

Office of Personnel -

Will eliminate senior duty officer who is on call at home on Saturdays, but will retain Saturday duty officer (who will serve in the Office of D/Pers.), Employee Emergency Office, and Central Processing Branch duty officer.

Office of Security -

Eliminate requirement that senior duty officer be present at office on Saturday. He will be on call at home.

Office of Communications -

No change. Signal Center watch officer will handle Saturday duty.

Office of Training -

No change. OTR will continue with weekend duty officer on call at home.

Office of Planning, Programming, and Budgeting -

OPPB has never had a Saturday or weekend duty officer and sees no requirement for such.

Office of Joint Computer Support -

The Computer Center, which operates around the clock, takes weekend calls. This practice will continue. The center will be provided a list of senior OJCS officers who may be called if necessary.

Assuming the DD/M&S approves the above arrangements, we will need to amend DD/S Administrative Instruction No. 72-2, Saturday Morning Duty Officers to conform to these new arrangements. Also, OPPB and OJCS, newly acquired by DD/M&S, should be added to the Instruction. If approved, please return and I will redraft.



STAT

Atts:
as stated